

PX7.06 Donation of Personal Leave (AS 39.20.245)

PX7.06.01

An employee may donate one or more days of personal leave a year to the memorial scholarship revolving loan fund or to a scholarship account in the fund as provided for in AS 14.43.250-14.43.325.

PX7.06.02

Upon approval by the hiring supervisor and Human Resources Director, an employee may donate personal leave to another employee provided it is to be used as personal leave for bona fide medical purposes as defined by Personnel Rule PX7.02.02 and PX7.03. The recipient of donated leave may use the leave for purposes of medical leave as described in Personnel Rules PX7.02.02 and PX7.03 only when all accrued personal leave has been exhausted and all banked medical leave under Personnel Rule PX7.09 has been exhausted or is not available to the employee. Once approved by the Human Resources Director, leave donations will be accepted for a two-week period. No employee may solicit the donation of personal leave for the employee or another employee without prior written approval of the Human Resources Director.

The Human Resources Department will convert donated leave to dollars at the hourly rate of the donor. The dollars will then be converted to leave at the hourly rate of the recipient of the donation and the appropriate hours of leave will be applied as needed on a pay period basis for the duration of the leave period. Excess donations will be returned to the donor.

Leave donations will not be applied retroactively to any period of leave without pay.

Leave donated under this rule is not leave taken by the donor for purposes of Personnel Rule PX7.02.04.

Once transferred, leave cannot be re-transferred, except, unprocessed donations will be returned to the donor.

No monetary or other forms of payment may be made to the donor for donating leave. Any such payment will be considered a violation of these rules for all parties involved in any monetary exchange or barter for leave donation (see Personnel Rule PX9.08.)

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RULE C6

COMPENSATION

C6.0 Compensation Plan:

The Human Resources Director shall prepare, maintain and administer a compensation plan whereby each occupational level of classes will be assigned to an established pay and salary range. Assignments will be based upon and reflect the relative complexity, the difference in duties and responsibilities of each class, comparability to prevailing competitive labor markets and other pertinent salary data.

C6.01 Administration:

Classified employees of the Alaska Court System will be employed and compensated in accordance with job classification and wage and salary plans based on merit principles and adapted to the special needs of the judiciary. The Administrative Director shall conduct or cause to be conducted a salary survey annually to ensure that employees of the Alaska Court System receive salaries consistent with those paid to employees in the classified and partially exempt state service. (AS 22.20.037)

C6.02 Hiring Rates:

Newly hired employees in the classified service will normally be compensated at the first step of the pay range assigned to the class to which they are appointed, except as provided in this rule.

C6.02.01 Advance Step Hire

The Human Resources Director may authorize the appointment of a person at a step other than the first step of the pay range assigned to the class, upon a determination of recruiting difficulty, unusually high qualifications of the applicant as determined by the Human Resources Director, or the documentation of other unusual conditions by the hiring supervisor.

Authorization to appoint an applicant to a step other than the first step of the pay range assigned to the class must be obtained prior to the employee's first day of employment and must be communicated in writing to the prospective employee prior to appointment.

C6.02.02 Promoted Employees

When an employee is promoted into another position, the new salary shall be at a step that provides a minimum of one step increase in the range from which promoted. If the new salary falls between steps, the salary will be placed at the higher step. Alaska geographic cost-of-living differentials will be excluded when determining the appropriate salary step.

The merit anniversary date of a promoted employee will be the 16th of the month following completion of one (1) year of service in the new classification.

Note: See Personnel Rule C4.09 for Merit Step Increases

C6.02.03 Demotions

C6.02.03 (a) Involuntary

The salary of a regular employee who is demoted because of inability to perform work at the higher level will be set in the following manner:

(1) A regular employee's salary will be set at the same step in the lower range as it was in the higher range, unless the employee's salary is in a longevity step.

(NOTE: An employee's salary may not be set in a longevity step in the lower range unless the employee had previously earned the longevity step in that range.)

(2) If a regular employee is demoted from a job classification in which the employee is serving a probationary period, the employee will return to the lower range at the same step the employee held prior to promotion.

C6.02.03 (b) Voluntary

An employee taking a voluntary demotion to a range previously held shall return to the highest step held in the lower range. The employee also will be credited with any earned steps acquired at the higher range provided there has been no break in service. However, an employee's salary may not be set in a longevity step (Steps J-M) in the lower range unless the employee had previously earned the longevity step in that range. When an employee is demoted to a range not previously held, the employee's salary will be set at the same step in the lower range as was held in the higher range. The merit anniversary date will remain unchanged for any employee taking a voluntary demotion.

C6.03 Total Remuneration:

The base salary plus any earned overtime or premium pay paid to an employee in the Alaska Court System will represent the total remuneration for the employee, exclusive of reimbursement for official travel. Except as otherwise provided in these rules or upon prior approval by the Human Resources Director, no employee will receive pay from the Alaska Court System in addition to the salary authorized under the schedule provided in the pay plan for services rendered by the employee in the discharge of ordinary duties or any additional duties which may be assigned or which the employee may volunteer to perform.

C6.03.01 Less than Full-Time

Whenever an employee regularly works less than the established number of hours per day, days per week, or weeks per month, the wages paid will be proportionate to the time actually employed.

C6.04 Overtime Compensation:

C6.04.01 Eligibility

Employees not serving in executive, administrative or professional positions, or other exempt positions, as defined by the Fair Labor Standards Act (FLSA), are eligible to receive overtime compensation. Overtime compensation shall be earned in accordance with the FLSA unless otherwise provided in these rules.

C6.04.02 Compensation for Overtime

All work performed up to and including 37.5 hours in a workweek is straight-time work. Any work performed by an overtime eligible employee between 37.5 hours and 40 hours of work in a workweek is overtime work and shall be compensated at the employee's appropriate regular, straight-time, or shift rate of pay. All work performed by overtime eligible employees in excess of 40 hours of work in a workweek is overtime work and shall be paid in accordance with the FLSA, and the provisions of this rule.

Only hours worked will be counted in the calculation of workweek hours for the purposes of determining the calculation of the rate of overtime compensation. Holidays not worked and leave taken will be compensated at the employee's appropriate straight-time rate of pay, but will not be counted in the calculation of workweek hours for the purposes of determining eligibility for overtime compensation.

C6.04.03 Prior Approval Required

An overtime eligible employee may not work in excess of 7.5 hours in a day or 37.5 hours during a workweek without prior approval from the employee's first level supervisor, except in the case of an emergency.

In the event of an emergency, when time is worked in excess of the regularly scheduled hours without the prior approval of the supervisor, the overtime eligible employee shall immediately report the overtime hours worked to the first level supervisor as soon as possible, but not later than the next business day.

A supervisor may not permit an employee eligible for overtime compensation to work additional hours beyond the employee's regularly scheduled workweek without prior approval from the Area Court Administrator for trial court employees, Clerk of the Appellate Courts for appellate court employees or the Administrative Director for administration employees. Employees who are eligible for overtime pay cannot volunteer to work additional hours without compensation. An employee or supervisor who violates this rule may be subject to discipline.

C6.04.04 Compensatory Time:

Payment for overtime is the preferred method of compensation for overtime worked. The Administrative Director, upon recommendation of the Human Resources Director and the appropriate Area Court Administrator or the Clerk of the Appellate Courts, may approve compensatory time in lieu of overtime pay for individual employees or departments. The Administrative Director may approve compensatory time if it is in the best interest of the Court System, and if the affected employee or employees agree in writing in advance of overtime worked to accept compensatory time in lieu of overtime. Compensatory time authorization will either be in effect for a defined period or be of indefinite duration. Authorization for compensatory time may be terminated immediately by written request of the employee(s) prior to the time worked. Authorization for compensatory time may also be terminated by the supervisor or the Administrative Director by written direction upon thirty (30) days notice to the employee(s). The Administrative Director's decision to approve or disapprove compensatory time is final and not grievable.

C6.05 Shift Differential:

Employees who are eligible for overtime compensation are also eligible for shift differential. A shift differential of a one step salary increase will be paid to employees who work a swing shift beginning between 12:00 noon and 7:59 p.m. A shift differential of a two step salary increase will be paid to employees who regularly work a graveyard shift beginning between 8:00 p.m. and 3:59 a.m. An overtime eligible employee will be paid the appropriate shift

differential only for hours actually worked on a swing or graveyard shift. All hours of paid leave or holiday pay will be paid at the employee's straight-time rate.

No employee may work a swing or graveyard shift without specific written authorization by the Area Court Administrator, the Human Resources Director, and the Administrative Director for trial court employees; the Clerk of Appellate Courts, the Human Resources Director, and the Administrative Director for appellate court employees; or the Human Resources Director and the Administrative Director for administration employees.

C6.06 Relief, Standby Time and Recall:

The following provisions apply to those employees who are eligible for overtime compensation:

C6.06.01 Relief

An employee who has been on continuous duty for four (4) or more hours in addition to the employee's normal shift shall not be required to report for work the following scheduled workday until the employee has had a minimum of ten (10) hours of relief. If the relief period includes regularly scheduled work hours, the employee shall be paid at the employee's straight-time rate of pay for those hours the employee would otherwise be working.

An employee who takes a meal break at anytime during the four (4) continuous hours after the normal end of the employee's shift will not be eligible for relief pay.

If a supervisor directs an employee to come back to work within the required ten (10) hours of relief, the employee shall be compensated at one and one-half (1.5) times the employee's straight-time rate of pay until the employee's hours of relief would have ended. This rate of pay is in lieu of, and not in addition to, any pay which the employee would have received under C6.06.01 if the employee had not returned to work. At that time, the employee shall be compensated at the employee's applicable rate for the remainder of the work day.

C6.06.02 Standby Time

When an employee is ordered to be available for recall, either by remaining at home or by periodically reporting the employee's whereabouts to a supervisor, the employee will be paid an amount equal to ten percent (10%) of seven and one-half (7.5) hours times the employee's hourly base rate of pay for each 24-hour period the employee is assigned to standby.

C6.06.03 Recall

An employee who is required to return to work outside of the employee's regular hours of duty will be paid a minimum of two (2) hours of premium recall pay at the employee's applicable rate.

It is necessary from time to time to recall employees who are exempt from overtime compensation under the FLSA and it is recognized that an obligation exists for the employee to return to work. (See Appendix A for definitions of executive, administrative, and professional).

C6.06.04 No Pyramiding of Overtime or Premium Pay

No employee shall receive more than one (1) overtime or premium rate of pay for the same hours worked. Premium rates include, but are not limited to relief pay, standby pay, recall pay, and holiday premium pay.

C6.07 Travel and Per Diem:

Travel, moving, per diem, and meal allowances shall be paid in accordance with the provisions of the Alaska Administrative Manual in effect on the date of travel, including provisions for payment of actual expenses, as appropriate in all communities. The Anchorage and Palmer courts are considered two (2) separate duty stations for the purposes of this section.

C6.07.01 Stranded While on Alaska Court System Travel

If due to inclement weather or other adverse conditions, employees traveling on Alaska Court System business become stranded away from their office location the following will apply:

- (a) The employee will not suffer a reduction in wages or benefits as a result of being unable to return to his/her principal work location.
- (b) At Alaska Court System expense, as authorized by the Alaska Administrative Manual, the employee will be provided with room and board and necessary transportation, including additional parking expense.
- (c) At Alaska Court System expense, the employee will be reimbursed for up to fifteen (15) minutes of station-to-station phone calls to make logistical arrangements because of the stranding.

(d) An employee is stranded if:

(1) the employee traveled to the court location via commercial carrier, and the employee cannot return as scheduled because no commercial carrier is available for the return trip, or

(2) the employee traveled to the court location via private vehicle, and road routes for the return trip are closed or subject to a law enforcement advisory cautioning against any non-emergency travel.

C6.08 Frequency of Payday:

Payday shall be the 15th and the last day of the month. If payday falls on a Saturday, Sunday, or holiday, the last working day before such Saturday, Sunday, or holiday shall be the payday.

C6.09 Termination Pay:

Following termination of employment, the employee's wages shall be paid within thirty (30) days of the date of termination.